DOCUMENT RESUME

ED 252 239 IR 050 981

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TITLE Computer Based Library Orientation.
PUB DATE [84]
NOTE 44p.; Best copy available.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS College Students; *Computer Assisted Instruction; Higher Education; *Library Instruction; *Library Materials; *Library Skills; *Microcomputers; Workbooks
IDENTIFIERS *City University of New York York College

ABSTRACT

This document presents computer-based lessons used to teach basic library skills to college students at York College of the City University of New York. The information for library orientation has been entered on a disk which must be used in conjunction with a word processing program, the Applewriter IIe, and an Apple IIe microcomputer. The lessons provide instruction in four basic areas: the card catalog, indexes, periodicals, and locating books on the shelves. Throughout the lessons, students are instructed in the basic areas and are required to load the various sections into the computer's memory. Thus, the student actively participates in the educational process. Step-by-step lessons are accompanied by sample library cards, excerpts from periodical indexes, and library-specific microfilm holding lists. (THC)

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COMPUTER BASED LILRARY CRIENTATION

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IR050981

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COMPUTER BASED LIBRARY ORIENTATION

Introduction

Library orientation has been performed in a variety of ways in the past. Currently, the library at York College of the City University of New York is attempting to teach basic library skills using am Apple IIe microcomputer. The information for orientation has been entered on a disk which must be used in conjunction with a word processing program, the Applewriter IIe.

In the lessons, the student is instructed in four basic areas: the use of the card catalog, indexes, periodicals, and locating books on the shelves. Throughout the lessons, the students are instructed in the basic areas and must load the various sections into the computer's memory. Thus the student must actively participate in the educational process.

Though these lessons have been prepared on an Apple with the Applewriter, the same technique can be used with most microcomputers in conjunction with word processing software packages.

Robert Machalow
York College of C.U.N.Y.

The Card Catalog

1. In order to find a book in this library, you must use the card catalog. The card catalog is a piece of furniture in which are kept index cards which list the author, title and subject of each book owned by this library.

The _____ lists the _____, _____, and _____ of all the books owned by this library.

To check your answers, depress the control key and 1. Then type c c 2. Finally, depress the return key.

2. (card catalog; author, title, subject)

In general, the author of a book is the name of the person who wrote it.

To continue, depress the control key and 1. Then type c c 3, Finally, depress the return key.

3. The title of the book is the book's name
To continue, depress the control key and 1. Then type c c 4. Finally, depress the return key.

4. The subject of the book is what the book is about in general terms.

To continue, depress the control key and 1. Then type c c 5. Finally, depress the control key.

5. Match the words in the first column which their definitions in the second column:

Title	Person who wrote the book
Author	Name of the book
Subject	What the book is about

To continue, depress the control key and 1. Then type c c 6. Finally, depress the return key.

6. In this library, the author and title cards are kept together alphabetically. The subject cards are kept in a separate set of drawers in the card catalog. They are also kept in alphabetical order.

To continue, depress the control key and 1. Then type c c 7. Finally, depress the return key.

7. If you want to use a book about abortion, in which catalog would you look?
   a. author-title
   b. subject

If you think "a" is the correct answer, depress the control key and 1. Then type c c 9. Finally, depress the return key.
If you think "b" is the correct answer, depress the control key and 1. Then type c c 10. Finally, depress the return key.

8. If you want to find a book written by John Milton, in which catalog would you look?

a. author-title
b. subject

If you think "a" is the correct answer, depress the control key and 1. Then type c c 10. Finally, depress the return key.
If you think "b" is the correct answer, depress the control key and 1. Then type c c 11. Finally, depress the return key.

9. Remember, the subject of a book is what the book is about in general terms.
To continue, depress the control key and 1. Then type c c 12. Finally, depress the return key.

10. Very good. To continue, depress the control key and 1. Then type c c 16. Finally, depress the return key.

11. Remember:

In general, the author is the name of the person who wrote the book.
The title of the book is its name.

To continue, depress the control key and 1. Then type c c 17. Finally, depress the return key.

12. If you are looking for a book about art, in which portion of the card catalog would you look?

a. Author-Title
b. Subject

If you chose Author-title, depress the control key and 1. Then type c c 9. Finally, depress the return key.
If you chose Subject, depress the control key and 1. Then type c c 10. Finally, depress the return key.

13. If you are looking for a book entitled "Paradise Lost," in which portion of the card catalog would you look?

a. Author-Title
b. Subject

If you chose Author-Title, depress the control key and 1. Then type c c 14. Finally, depress the return key.
If you chose Subject, depress the control key and 1. Then type c c 11. Finally, depress the return key.

14. Very good. You now know the uses of the Author-Title and Subject portions of the card catalog.
To continue, depress the control key and 1. Then type c c 16. Finally, depress the retrun key.

15. Very good.
To continue, depress the control key and 1. Then type c c 16. Finally, depress the return key.

16. If you are looking for a book entitled "Great Expectations," in which catalog would you look?

a. Author-Title
b. Subject

If you chose Author-Title, depress the control key and 1. Then type c c 14. Finally, depress the return key.
If you chose subject, depress the control key and 1. Then type c c 11. Finally, depress the return key.

17. If you are looking for a book about John F. Kennedy, in which part of the card catalog would you look?

a. Author-Title
b. Subject

If you chose Author-Title, depress the control key and 1. Then type c c 9. Finally, depress the return key.
If you chose Subject, depress the control key and 1. Then type c c 10. Finally, depress the return key.

18. There are three types of cards in the card catalog. The three types are: author, title and subject cards.
To continue, depress the control key and 1. Then type c c 19. Finally, depress the return key.

19. The author card contains a great deal of information. Study the sample card in the booklet which was given to you when you borrowed this disk.

The following is a list of the important information on the author card:

Area Number	Description	Example (from card)
I	Call number, needed to locate book in library	PN 57 .A6 K 64 1983
II	Author's name. This card is filed alphabetically by the author's last name	Knight, Stephen Thomas
III	Title of book. If the author has written more than one book, all his books will be filed together according to his name, and then alphabetically by the title of the books, excluding first words of 'a','an', and 'the',	Arthurian literture and society
IV	Author's name, as it appears in the book. Here the author's name is written in its natural order, with the first name before the last.	Stephen Knight
V	Place of publication, which is needed when listing a book in a bibliography	New York
VI	Publisher's name, which is needed when listing a book in a bibliography	St. Martin's Press
VII	Date of publication, which is needed when listing a book in a bibliography	1983
VIII	Number of pages, which may help you to determine how much information may be in the book	229p

After studying the information above and the sample author card, you may continue by depressing the control key and 1. Then type c c 20. Finally, depress the return key.

20. Based on the second author card in the manual, match the description of each of the areas in the first column with the information from this card in the second column. Note your answers on a separate sheet of paper.

Before beginning, you may want to review the previous section. To do this, depress the control key and 1. Then type c c 19. Finally, depress the return key.

Call number	a. Carver, Terrell
Author's name	b. Oxford University Press
Title	c. HX 39.5 C33 1982
Place of publication	d. 104p
Publisher's name	e. Marx's social theory
Date of publication	f. Oxford (Oxfordshire); New York
Number of pages in book	g. 1982

To check your answers, depress the control key and 1. Then type c c 20a. Finally, depress the return key.

20a. Answers to c.c.20:

c,a,e,f,b,g,d

Call number	a. Carver, Terrell
Author's name	b. Oxford University Press
Title	c. HX 39.5 C33 1982
Place of publication	d. 104p
Publisher's name	e. Marx's social theory
Date of publication	f. Oxford (Oxfordshire); New York
Number of pages in book	g. 1982

To continue, depress the control key and 1. Then type c c 21. Finally, depress the return key.

21. Study the first title card in the manual. The following is a list of the information on a title card.

Area	Description	Example from the title card
I	Call number, needed to locate the book in the library	PN 57 .A6 K 64 1983
II	Title: this card is filed alphabetically by the first word of the title other than "the," 'an' or 'a'	Arthurian literature and society
III	Author's name	Knight, Stephen Thomas
IV	Title	Arthurian literature and society
V	Author's name as it appears in the book	Stephen King
VI	Place of publication, which is needed when listing a book in a bibliography	New York
VII	Publisher's name, which is needed when listing a book in a bibliography	St. Martin's Press
VIII	Date of publication, which is needed when listing a book in a bibliography	1983
IX	Number of pages, which may help you to determine how extensive the book is	229p

After studying the catalog card and the above information, you may continue by depressing the control key and 1. Then type c c 22. Finally, depress the return key.

22. Study the second sample title card in the manual. Then match the description of each area in the first column with the information from the sample card in the second column. Write your answers on a separate sheet of paper.

If you would like to review the previous section, depress the comtrol key and 1. Then type c c 21. Finally, depress the return key.

Title	a. Terrell Carver
Author	b. 104p
Call number	c. HX 39.5 .C33 1982
Place of publication	d. Oxford University Press
Publisher	e. Oxford (Oxfordshire), New York
Date of publication	f. Marx's social theory
Number of pages	g. 1982

To check your answers, depress the control key and 1. Then type c c 22a. Finally, depress the return key.

22a. Answers for section 22:

f,a,c,e,d,g,b

Title	a. Terrell Carver
Author	b. 104p
Call number	c. HX 39.5 .C33 1982
Place of publication	d. Oxford University Press
Publisher	e. Oxford (Oxfordshire), New York
Date of publication	f. Marx's social theory
Number of pages	g. 1982

To continue, depress the control key and 1. Then type c c 23. Finally, depress the return key.

23. Study the first sample subject card in the manual. Then study the second sample subject card: they are both for the same book. The following is a list of important information on both subject cards.

Area	Description	Example from sample subject cards
I	Call number, which is needed to locate the book	PN 57 .A6 K 64 1983
II	Subject. These cards are filed alphabetically by the first word of the subject on the subject catalog	a. Arthurian romances--History and criticism b. Literature and society

III	Author's name. If there is more than one book in the library about a particular subject, the cards for that subject are filed alphabetically within that subject by the author's last name	Knight, Stephen Thomas
IV	Title	Arthurian literature and society
V	Author's name as it appears in the book	Stephen Knight
VI	Place of publication, which is needed when listing a book in a bibliography	New York
VII	Publisher's name, which is needed when listing a book in a bibliography	St. Martin's Press
VIII	Date of publication, which is needed when listing a book in a bibliography	1983
IX	Number of pages, which may help you to determine the scope of the book	229p

After studying the above information, you may continue by depressing the control key and 1. Then type c c 24. Finally, depress the return key.

24. Study the next sample subject card in the manual. Match the description of each area in the first column with the information from the sample card in the second column. Write your answers on a separate sheet of paper.

If you would like to review the information in the last section, depress the control key and 1. Then type c c 23. Finally, depress the return key.

Call number	a. 104p
Subject	b. 1982
Author	c. HX 39.5 .C33 1982
Title	d. Marx, Karl,1818-1883--Sociology
Place of publication	e. Oxford (Oxfordshire), New York
Publisher's name	f. Oxford University Press
Date of publication	g. Carver, Terrell
Number of pages	h. Marx's social theory

To check your answers, depress the control key and 1. Then type c c 24a. Finally, depress the return key.

24a. Answers for section 24:

c,d,g,h,e,f,b,a

Call number	a. 104p
Subject	b. 1982
Author	c. HX 39.5 .C33 1982
Title	d. Marx, Karl,1818-1883--Sociology
Place of publication	e. Oxford (Oxfordshire), New York
Publisher's name	f. Oxford University Press
Date of publication	g. Carver, Terrell
Number of pages	h. Marx's social theory

To continue, depress the control key and l. Then type c c 25. Finally, depress the return key.

25. You now have a good understanding of the three basic types of catalog cards and the information which can be found on each.

To continue, depress the control key and l. Then type c c 26. Finally, depress the return key.

26. There are two other types of cards in the card catalog. They are "see" and "see also" cards.

"See" cards tell you that the subject or name you are looking up is filed under a different heading. In order to find the information you want you will have to look it up under the new heading. An example of this is the subject of "immigration." The cards for this subject are filed under the topic of "Emigration and immigration." If you look in the subject catalog under the topic of immigration, there will be a card which states:

Immigration
See
Emigration and immigration

"See also" cards indicate that there are more books on a very similar subject filed under a different heading. Thus, the student who wishes to do a thorough search will look under the second heading also.

If you would like to continue, depress the control key and 1. Then type c c 27. Finally, depress the return key.

27. There are two synbols which are used above the call number on library catalog cards which should be remembered. They are:

1. * and +, which indicate that the book is oversized. These books are taller than normal books, and are shelved separately in the oversized collection.

2. REF, which means that the book is a reference book. All reference books are kept in the reference section. They cannot be borrowed, but are always available for use in the library.

To continue, depress the control key and 1. Then type c c 28. Finally, depress the return key.

28. Some library materials are not listed in the card catalog. These materials include:

a. periodicals: The periodicals which are owned by the library are listed on a visible file which is located at the current periodicals desk

b. vertical file materials: These materials are not catalogued, but are kept in file cabinets in the reference area by subject

c. Curriculum Materials Center materials: These materials are primarily for the students in Teacher Preparation courses. There is a separate card catalog for some of the materials in the Curriculum Materials Center, while a majority of the material is arranged on the shelves by broad subject and is uncatalogued.

d. non-print materials: These materials are listed in a separate card catalog, which is located near the main card catalog

To continue, depress the control key and 1. Then type c c 29. Finally, depress the return key.

29. Congratulations: you are now equipped with the knowledge to utilize the card catalog effectively.

SAMPLE AUTHOR CARDS

I

PN
57
.A6
K64
1983

II

Knight, Stephen Thomas.
Arthurian literature and society: /
Stephen Knight. -- New York : St.
Martin's Press, 1983.
III IV V
VIII 229 p. ; 23 cm.
Includes index.
ISBN 0-312-05472-6

1. Arthurian romances--History and criticism. 2. Literature and society.
I. Title

NJY 15 MAY 84 9783699 VMYYat 83-15947

York College
of the City University of New York

HX
39.5
.C33
1982

Carver, Terrell.
Marx's social theory / Terrell Carver. -- Oxford [Oxfordshire] ; New York : Oxford University Press, 1982.
104 p. ; 22 cm.
Includes bibliographical references and index.
ISBN 0-19-219170-5

1. Marx, Karl, 1818-1883--Sociology. I. Title

NJY 30 JAN 84 8170698 VMYYat 82-2158

SAMPLE TITLE CARDS

I
PN
57
.A6
K64
1983
II Arthurian literature and society
III Knight, Stephen Thomas.
IV Arthurian literature and society /
V Stephen Knight. — New York : St.
Martin's Press, 1983.
VI
VII 229 p. ; 23 cm.
VIII
Includes index.
ISBN 0-312-05472-6

1. Arthurian romances--History and criticism. 2. Literature and society. I. Title

NJY 15 MAY 84 9783689 VMYYat 83-15947

Marx's social theory

HX
39.5
.C33
1982

Carver, Terrell.
Marx's social theory / Terrell Carver. -- Oxford [Oxfordshire] ; New York : Oxford University Press, 1982.
104 p. ; 22 cm.
Includes bibliographical references and index.
ISBN 0-19-219170-5

1. Marx, Karl, 1818-1883--Sociology. I. Title

NJY 30 JAN 84 8170698 VMYYat 82-2158

SAMPLE SUBJECT CARDS

I

PN
57
.A6
K64
1983

II ARTHURIAN ROMANCES--HISTORY AND CRITICISM.

III Knight, Stephen Thomas.

IV Arthurian literature and society / V Stephen Knight. — VI New York : VII St. Martin's Press, VIII 1983.

IX 229 p. : 23 cm.
Includes index.
ISBN 0-312-05472-6

1. Arthurian romances--History and criticism. 2. Literature and society. I. Title

NJY 15 MAY 84 9783699 VMYYsc 83-15947

I

PN
57
.A6
K64
1983

II LITERATURE AND SOCIETY.

III Knight, Stephen Thomas.

IV Arthurian literature and society / V Stephen Knight. — VI New York : VII St. Martin's Press, VIII 1983.

IX 229 p. : 23 cm.
Includes index.
ISBN 0-312-05472-6

1. Arthurian romances--History and criticism. 2. Literature and society. I. Title

NJY 15 MAY 84 9783699 VMYYsc 83-15947

MARX, KARL, 1818-1883--SOCIOLOGY.

HX
39.5
.C33
1982

Carver, Terrell.
Marx's social theory / Terrell Carver. -- Oxford [Oxfordshire] ; New York : Oxford University Press, 1982.
104 p. ; 22 cm.
Includes bibliographical references and index.
ISBN 0-19-219170-5

1. Marx, Karl, 1818-1883--Sociology. I. Title

NJY 30 JAN 84 8170698 VMYYsc 82-2158

Indexes

1. In the library, you can use information from either books or magazines, journals, or periodicals. To gain access to the magazines, journals and periodicals, you must consult an index or read through every issue of every magazine in the library. Surely, using an index is much easier than that. An index to journals is simply a list of articles written on different subjects. The list is usually arranged alphabetically by subject.
To locate an article on a particular subject, you must consult a(n) _____.
When you have filled in the blank, check your answer by depressing the control key and 1 at the same time. Then type section two. Finally, depress the return key.

2. (index)
In this library, there are many indexes, some of which are on general subjects, while others are on more specific subjects.
To continue, depress the control key and 1. Then type section three. Finally, depress the return key.

3. The most general indexes in this library are READERS' GUIDE TO PERIODICAL LITERATURE and the MAGAZINE INDEX.. These two indexes contain nearly the same information, but READERS' GUIDE is in several books, one for each year going back to 1900, while the MAGAZINE INDEX is on a machine and holds only up to five years of material.
The two most general indexes in this library are _____ and _____.
After filling in the blanks, check your answers by depressing the control key and 1. Then type section four.

4. (READERS' GUIDE TO PERIODICAL LITERATURE and the MAGAZINE INDEX)
Other than the subject areas which are covered by the various indexes, most are used in the same way. If you can understand how to use one, you will be able to use all of them. In the manual is a copy of a page from READERS' GUIDE TO PERIODICAL LITERATURE. Examine the sample page.
To continue, depress the control key and 1. Then type section five. Finally, depress the return key.

5. The subjects are listed in alphabetical order, and are at least two spaces further to the left than the rest of the information in the column. An example of this is indicated as 'I' on the copy.
What is the subject marked 'I"?
After writing your answer, check it by depressing the control key and 1. Then type section six. Finally, depress the return key.

6. (Abortion)
Under the topic of 'abortion,' there are two articles listed. The first article's title is "The battle over abortion (tactics of right to life groups).'
What is the title of the second article about abortion on the sample page?
To check your answer, depress the control key and 1. Then type section seven. Finally, depress the return key.

7. ("My two daughters' abortions")
After the title of the article, the author's name is usually listed. In the first article, the author's name is G, Kapecky.
What is the name of the author of the second article listed on the same page under the topic 'abortion'?
To check your answer, depress the control key and 1. Then type section eight. Finally, depress the return key.

8.(N Hunt)
After the author's name, there might be a symbol noting whether the article has pictures of any sort. The symbol is "il," which is an abbreviation for illustrated.
Is the first article illustrated?
Is the second article illustrated?
To check your answers, depreess the control key and 1. Then type section nine. Finally, depress the return key.

9. (Yes, yes)
Sometimes there is no abbreviation after the author's name. If 'il' is not directly after the author's name, you can assume that the article is not illustrated.
To continue, depress the control key and 1. Then type section ten. Finally, depress the return key.

10. Finally, there is an abbreviation of the title of the magazine, journal, or periodical in which the article has been printed. Sometimes the name of the magazine is written out in full, but to save space, it is often abbreviated. A list of these abbreviations is in the front of each volume of READERS' GUIDE TO PERIODICAL LITERATURE. This list is reproduced for you in the accompanying manual.
After studying the sample pages, continue by depressing the control key and 1. Then type section eleven. Finally, depress the return key.

11. The journal in which the first article about abortion was published in a periodical entitled "Glamour."
In what journal was the second article about abortion published?
To check your answer, depress the control key and 1. Then type section twelve. Finally, depress the return key.

12. ("Ms")
After the title of the journal is a code of numbers and letters which specify the exact location of the article in the journal. This identification includes the volume number followed by a colon (:), the pages on which the article can be found, and then an abbreviation of the date of the publication, usually a month and year. From the information given about the first article about abortion, you can see that this particular article was published in volume 81, pages 218-219, in June of 1983.
In which volume number, on which pages, and in which month and year was the second article about abortion published in "Ms" magazine?
To check your answer, depress the control key and 1. Then type section thirteen. Finally, depress the return key.

13. (Volume 12, pages 21-24, August 1983)
To summarize: an entry in READERS' GUIDE TO PERIODICAL LITERATURE contains many different data elements. Within each subject, the data elements are:

a. Title of the article
b. Author's name
c. Whether or not the article is illustrated
d. Name of the journal in which the article was published
e. Volume number of the journal
f. Page number on which the article was published
g. Date of journal publication

To continue, depress the control key and 1. Then type section fourteen. Finally, depress the return key.

14. Sometimes the subjects listed in an index are very broad, and thus include many aspects of a particular subject. These smaller, more specific aspects are divided from the broad subject by what are called subheadings. Under the heading of abortion, there are several subheadings. The first of these subheadings is marked 'II'on the sample sheet in the accompanying manual. Some of these subheadings are again divided into more specific subheadings.
List the subheadings under the topic abortion.
To check your answer, depress the control key and 1. Then type section fifteen. Finally, depress the return key.

15. (Laws and regulations, Laws and regulations (Canada, Ireland), Moral and religious aspects, Psychological aspects, and (State aid)).
After the general topic of abortion and all its subheadingss, the index can list other topics which begin with the same word (in this case abortion). On the page reproduced for you, there are two other topics which begin with the word abortion: abortion clinics, and abortion decisions.
To continue, depress the control key and 1. Then type section sixteen. Finally, depress the return key.

16. When you examine the heading "abortion decisions," you see that the index tells you "See United States Supreme Court--Decisions--Abortion Decisions." This means that the articles on the topic of abortion decisions are all listed in this volume under the heading of United State Supreme Court--Decisions--Abortion

Decisions. Thus, to find the articles on this subject, you have to look in a different place in the index.
To continue, depress the control key and 1. Then type section seventeen. Finally, depress the return key.

17. Now that you understand how to use READERS' GUIDE TO PERIODICAL LITERATURE, you will be able to use any of the indexes in the library. Your next task is to decide which of the indexes in the library is most appropriate for the subject that you have to research.
To continue, depress the control key and 1. Then type section eighteen. Finally, depress the return key.

18. The library has a great number of subject-specific indexes. Some of the indexes are more specific than others. The following is a list of the indexes that are currently received by the library, with a very general description of the subjects which can be found in each:

Biography Index: lists where biographies have been published

Book Review Digest: lists where critical reviews of books have been published. This set also includes brief abstracts of some reviews.

Book Review Index: lists where critical reviews of books have been published.

Business Index: articles on business and economic conditions. This index is on film and is mounted in its own reader. It contains up to five years of citations to articles.

Business Periodicals Index: articles on business and economics and their related fields. This index is similar to the Business Index, but it is published as a set of books.

Child Development Abstracts and Bibliography: articles on child development

Current Index to Journals in Education: articles about education and its closely related fields, including child development. This index is often referred to as "C.I.J.E."

Education Index: articles on education and related subjects such as child development.

Exceptional Child Education Resources: articles on the education, treatment, and life of the exceptional child,

General Science Index: includes articles on the sciences, but these articles are usually not of a very technical nature.

Humanities Index: includes articles on the humanities, including language and literature, art, music, dance, and philosophy.

Index Medicus: technical articles on the science of medicine and its related areas.

Magazine Index: articles from general interest magazines. This index is on film and is mounted in its own reader. It includes citations to articles published in the past five years.

Music Index: articles about music and its closely related fields.

New York Times Index: articles published in the New York Times

Newspaper Index: articles from several newspapers, including The New York Times, The Wall Street Journal and The Christian Science Monitor. This index is on film and is mounted in its own reeader. It includes citations to articles published in the past five years

Philosopher's Imdex: articles on philosophy and its closely related disciplines.

Pollution Abstracts: articles about pollution.

Psychological Abstracts: abstracts of articles about psychology and closely related areas

Readers' Guide to Periodical Literature: articles from general interest magazines.

Social Sciences Index: includes articles on the social sciences, including psychology, sociology, history, and education.

Social Work Research and Avstracts: articles on social work and its closely related fields.

Sociological Abstracts: articles about sociology and its closely related fields.

Study the list. When you beleive that you are familiar with it and wish to continue, depress the control key and 1. Then type section nineteen. Finally, depress the return key.

19.Obviously, there are some subjects which can be found in a number of indexes. For example, the broad subject of education can be found in the following indexes:

a. Education Index
b. Current Index to Journals in Education
c. Social Sciences Index
d. Child Development Abstracts and Bibliography
e. Exceptional Child Education Resources
f. Psychological Abstracts
g. Sociological Abstracts

In addition, there will be articles cited in the two most general interest indexes:

h. Readers' Guide to Periodical Literature
i. Magazine Index

Furthermore, there would undoubtedly have been articles about this broad subject published in newspapers, so you could also consult:

j. The New York Times Index
k. Newspaper Index

To continue, depress the control key and 1. Then type section twenty. Finally, depress the return key.

20. Of course, you will be looking for far more specific subjects when you use the indexes. With a little thought, you will be able to match the subject to the appropriate index.Try to match the subjects in the first group with the appropriate index in the second group. Write your answers on a separate sheet of paper.

Group One:
a. a biography of John Lennon
b. a book review of "The World According to Garp"
c. a newspaper article about the 1975 New York City budget crisis
d. an article about I.B.M.

Group Two:
1. Business Index
2. Book Review Index
3. Biography Index
4. New York Times Index

To check your answers, depress the control key and 1. Then type section twenty one. Finally, depress the return key.

21. (a-3, b-2, c-4, d-1)
Here is another set for you to match:

Group One:
a. an article on education in Mexico
b. an article about the history of the War of 1812
c. an article about the planet Venus
d. an article about air pollution

Group Two:
1. General Science Index
2. Pollution Abstracts
3. Education Index
4. Social Science Index

To check your answers, depress the control key and 1. Then type section twenty two. Finally, depress the return key.

22. (a-3,b-4,c-1,d-2)
Here's another set for you to try:

Group One:
a. an article about allergies
b. an article about jazz
c. an article about classroom discipline
d. an article about counseling sexual offenders

Group Two:
1. Index Medicus
2. Music Index
3. Current Index to Journals in Education
4. Social Work Research and Abstracts

To check your answers, depress the control key and 1. Then type section twenty three. Finally, depress the return key.

23. (a-1, b-2, c-3, d-4)
By referring to the list of indexes that the library is currently getting, you can usually decide for yourself which index(es) to use. In those cases where you are not certain, ask the librarian. Armed with this knowledge, you will be able to more effectiovely utilize this and other libraries.

Readers' Guide to Periodical Literature

NOVEMBER 10, 1983

3-D imaging systems *See* Imaging systems
3-D motion pictures *See* Motion pictures—Three dimensional films
3M Company *See* Minnesota Mining & Mfg. Co.
35mm cameras *See* Cameras
60 minutes [television program] *See* Television program reviews—Single works
"6" airplanes *See* Airplanes, Jet

A

A & W Publishers, Inc.
A & W Publishers files for Chapter 11 reorganization. J. Mutter. il *Publ Wkly* 223:19 Je 24 '83
A. D. (Periodical)
Ecumenism fails—lawyers called in [United Presbyterians pull out of partnership with United Church of Christ] J. C. Lyles. *Christ Century* 100:797-9 S 14-21 '83
A. E. McKenzie Co. Ltd.
The sprouting of a scandal [conflict of interest case involving Manitoba politicians] P. Carlyle-Gordge. il *Macleans* 96:30 Ag 15 '83
A. H. Belo Corp.
A Dallas dynamo breaks into the big leagues. il *Bus Week* p99-100+ S 26 '83
AAAS *See* American Association for the Advancement of Science
AAP *See* Association of American Publishers
Aaron, David
Dr. Kissinger's diary. il *Roll Stone* p44 S 29 '83
AAUP Book Show *See* Book exhibits
ABA *See* American Bar Association; American Booksellers Association
Abandoned towns *See* Ghost towns
Abbott, Scott
about
Trivial Pursuit comes to the U.S. to take the bored out of games and the profits away from Pac-Man. M. Krance. il pors *People Wkly* 20:84-5 S 19 '83
ABC *See* American Broadcasting Companies, Inc.
Abeel, Erica
A double life: the fine art of the dual achiever. il *N Y* 16:46-51 O 10 '83
On the loose and dating again. *Redbook* 161:100-1+ Je '83
Abegglen, James C.
How to defend your business against Japan. il *Bus Week* p14 Ag 15 '83
Abelson, Philip H.
about
A transition for Science. W. D. Carey. *Science* 221:7 Jl 1 '83
Aberman, A. W.
about
Matchmakers for high technology. il por *Nations Bus* 71:70 Jl '83
Ability
See also
Creativity
Learning, Psychology of
Motor ability
Success
Ability tests *See* Aptitude tests
Able, Kenneth P.
A migratory bird's Baedeker. bibl (p98) il *Nat Hist* 92:22+ S '83
ABM (Anti-ballistic missile) system *See* Guided missiles—Defenses
ABM (Anti-ballistic missile) treaty *See* Disarmament
Abnormalities
See also
Brain—Abnormalities
Chromosome abnormalities
Fetal alcohol syndrome
Heart—Abnormalities
Spine—Abnormalities
Abolitionists
William Wilberforce the Saint. I. C. Bradley. bibl il pors *Hist Today* 33:41-4 Jl '83
Aborigines
Basket making
Australian sojourn. D. Fuchs il *Am Craft* 43:26-9, inside back cover Je/Jl '83
Abortion
The battle over abortion [tactics of right to life groups] G. Kopecky. il *Glamour* 81:218-19+ Je '83
My two daughters' abortions. N. Hunt. il *Ms* 12:21-4 Ag '83
Laws and regulations
See also
United States. Supreme Court—Decisions—Abortion decisions
Choice decision [Senate turns down Hatch amendment] il *Time* 122:21 Jl 11 '83
On aborting the Constitution [Senate vote on Hatch Amendment] W. F. Buckley. *Natl Rev* 35:960 Ag 5 '83
Strategy, please? il *Natl Rev* 35:856-7 Jl 22 '83
Canada
Doctors and abortion. J. Van Dusen. *Macleans* 96:43 Ag 8 '83
The nation's new agony over abortion [special section; with editorial comment by Kevin Doyle] il pors *Macleans* 96:2, 32-8 Jl 25 '83
Ireland
A pyrrhic victory [vote on abortion clause in constitution] P. Kirby. *Commonweal* 110:517-19 O 7 '83
Trying to slam the door [vote in favor of constitutional amendment banning abortions] il *Time* 122:42 S 19 '83
A verbal war of morality. B. Keenan. il *Macleans* 96:53 S 19 '83
Moral and religious aspects
Abortion: a question of Catholic honesty. D. C. Maguire. *Christ Century* 100:803-7 S 14-21 '83
The arguments in favor of abortion are strong . . . L. B. Smedes. por *Christ Today* 27:62 Jl 15 '83
Fetus as organ donor [using pancreas from aborted fetuses; work of Josiah Brown and Kevin Lafferty] il *Sci Dig* 91:85 Je '83
From Judge Dooling's decision [National Conference of Catholic Bishops' pro-life organizing campaign] J. Dooling. *Humanist* 43:10-11 Jl/Ag '83
A pyrrhic victory [vote on abortion clause in Irish constitution] P. Kirby. *Commonweal* 110:517-19 O 7 '83
A verbal war of morality [debate in Ireland] B. Keenan. il *Macleans* 96:53 S 19 '83
When rebel nuns go public [views on abortion] A. P. Ware. *Ms* 12:102-4 S '83
Psychological aspects
Abortion: the mourning after. C. L. Mithers. il *Mademoiselle* 89:66 S '83
Sharing the pain of abortion [impact on men; research by A. Shostak] J. Leo. il *Time* 122:78 S 26 '83
State aid
The nuns' revolt: Sister Agnes Mary Mansour; her vow to the people. M. K. Blakely. il por *Ms* 12:54-6+ S '83
Abortion clinics
Canada
Beyond the abortion charges [H. Morgentaler's clinics] P. Carlyle-Gordge. il *Macleans* 96:17 S 12 '83
The Morgentaler file. E. Hillen. il por *Macleans* 96:44 Jl 18 '83
The nation's new agony over abortion [special section; with editorial comment by Kevin Doyle] il pors *Macleans* 96:2, 32-8 Jl 25 '83
Abortion decisions *See* United States. Supreme Court—Decisions—Abortion decisions
Abraham, Doc, and Abraham, Katy
Vinegar—the gardeners' secret weapon. *Org Gard* 30:63 S '83
Abraham, Katy
(il auth) See Abraham, Doc, and Abraham, Katy

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ABBREVIATIONS OF PERIODICALS INDEXED

For full information consult the list of Periodicals Indexed

*50 Plus — 50 Plus

A

Aging — Aging
Am Artist — American Artist
Am Craft — American Craft
Am Educ — American Education
*Am Herit — American Heritage
Am Hist Illus — American History Illustrated
Am Sch — The American Scholar
*America — America
Americana — Americana
Américas — Américas
Antiques — Antiques
Archit Rec — Architectural Record
Art Am — Art in America
Art News — Art News
Astronomy — Astronomy
*Atlantic — The Atlantic
Audubon — Audubon
Aviat Week Space Technol — Aviation Week & Space Technology

B

*Better Homes Gard — Better Homes and Gardens
BioScience — BioScience
Black Enterp — Black Enterprise
Blair Ketchums Cty J — Blair & Ketchum's Country Journal
Bull At Sci — The Bulletin of the Atomic Scientists
Bus Week — Business Week

C

Car Driv — Car and Driver
Cent Mag — The Center Magazine
Change — Change
*Changing Times — Changing Times
Child Today — Children Today
Christ Century — The Christian Century
Christ Today — Christianity Today
Commentary — Commentary
Commonweal — Commonweal
Comput Electron — Computers & Electronics
Congr Dig — Congressional Digest
Conservationist — The Conservationist
*Consum Rep — Consumer Reports
*Consum Res Mag — Consumers' Research Magazine
Creat Crafts Miniat — Creative Crafts & Miniatures
Curr Health 2 — Current Health 2
Curr Hist — Current History
Current — Current (Washington, D.C.)
Cycle — Cycle

D

Dance Mag — Dance Magazine
Dep State Bull — Department of State Bulletin
Des Arts Educ — Design for Arts in Education
Down Beat — Down Beat

E

Earth Sci — Earth Science
*Ebony — Ebony
Educ Dig — The Education Digest
Encore Am Worldw News — Encore American & Worldwide News
Environment — Environment
Esquire — Esquire
Essence — Essence

F

Fam Handyman — The Family Handyman
FDA Consum — FDA Consumer
*Field Stream — Field & Stream
Film Comment — Film Comment
First World — First World
Flower Gard — Flower and Garden
Flying — Flying
Focus — Focus (New York, N.Y.: 1950)
*Forbes — Forbes
*Foreign Aff — Foreign Affairs
Foreign Policy — Foreign Policy
*Fortune — Fortune
Futurist — The Futurist

G

Glamour — Glamour
*Good Housekeep — Good Housekeeping
*Gourmet — Gourmet

H

*Harpers — Harper's
Harpers Bazaar — Harper's Bazaar
*Health — Health (New York, N.Y.)
High Fidel — High Fidelity (Musical America edition)
Hist Today — History Today
Hobbies — Hobbies
*Horizon — Horizon (Tuscaloosa, Ala.)
House Gard — House & Garden
Humanist — The Humanist

I

Int Wildl — International Wildlife

L

*Ladies Home J — Ladies' Home Journal
Living Wilderness — The Living Wilderness

M

Macleans — Maclean's
Mademoiselle — Mademoiselle
Mankind (U S) — Mankind (Los Angeles, Calif.)
McCalls — McCall's
Mech Illus — Mechanix Illustrated
Mon Labor Rev — Monthly Labor Review
*Money — Money
Mot Boat Sail — Motor Boating & Sailing
Mot Trend — Motor Trend
Mother Earth News — The Mother Earth News
*Ms — Ms.

N

N Y — New York
N Y Rev Books — The New York Review of Books
N Y Times Book Rev — The New York Times Book Review
N Y Times Mag — The New York Times Magazine
*Nat Hist — Natural History
Nation — The Nation
Nations Bus — Nation's Business
*Natl Geogr — National Geographic
*Natl Geogr World — National Geographic World
Natl Parks — National Parks
*Natl Rev — National Review
Natl Wildl — National Wildlife
Negro Hist Bull — Negro History Bulletin
New Leader — The New Leader
New Repub — The New Republic
New Yorker — The New Yorker
*Newsweek — Newsweek

O

Oceans — Oceans
Opera News — Opera News
Org Gard — Organic Gardening
*Outdoor Life — Outdoor Life (Northeast edition)

P

*Parents — Parents
People Wkly — People Weekly
Petersens Photogr Mag — Petersen's Photographic Magazine
Phi Delta Kappan — Phi Delta Kappan
Phys Today — Physics Today
*Pop Mech — Popular Mechanics
Pop Photogr — Popular Photography
Pop Sci — Popular Science
Progressive — The Progressive
*Psychol Today — Psychology Today
Publ Wkly — Publishers Weekly

R

Radio-Electron — Radio-Electronics
*Read Dig — Reader's Digest
*Redbook — Redbook
Road Track — Road & Track
Roll Stone — Rolling Stone

S

Saturday Evening Post — The Saturday Evening Post
*Saturday Rev — Saturday Review
Sch Update — Scholastic Update (Teachers' edition)
*Sci Am — Scientific American
Sci Dig — Science Digest
*Sci News — Science News
Science — Science
Sea Front — Sea Frontiers
*Seventeen — Seventeen
Sierra — Sierra
Skiing — Skiing
Sky Telesc — Sky and Telescope
*Smithsonian — Smithsonian
Society — Society
*South Living — Southern Living
Space World — Space World
Sport Mag — Sport Magazine
*Sports Illus — Sports Illustrated
Sr Sch — Senior Scholastic (Teachers' edition)
*Stereo Rev — Stereo Review
Success Farm — Successful Farming
Sunset — Sunset (Central edition)

T

Technol Rev — Technology Review
Teen — 'Teen
Theatre Crafts — Theatre Crafts
Time — Time
Todays Educ — Today's Education
*Travel Holiday — Travel Holiday

U

U S Cathol — U.S. Catholic
*U S News World Rep — U.S. News & World Report
UN Mon Chron — UN Monthly Chronicle
UNESCO Cour — The UNESCO Courier
USA Today — USA Today

V

Vital Speeches Day — Vital Speeches of the Day
Vogue — Vogue

W

Wash Mon — The Washington Monthly
Weatherwise — Weatherwise
Wilderness — Wilderness
Work Woman — Working Woman
Workbench — Workbench
World Health — World Health
World Press Rev — World Press Review
World Tennis — World Tennis
*Writer — The Writer

* Available for blind and other physically handicapped readers on talking books, in braille, or on magnetic tape. For information address National Library Service for the Blind and Physically Handicapped, Library of Congress, Washington, D.C. 20542

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PERIODICALS

1. The terms "magazine," "journal," and "periodical" are often used to mean the same thing. Generally, they refer to a publication that is issued at set intervals. The term "journal" usually refers to a magazine that is scholarly in nature and is directed at a particular audience. To continue, depress the control key and the 1. Then type part two. Finally, depress the return key.

2. In this library, the most recent journals (magazines) are kept behind the Current Periodicals Desk. "Most recent" generally means that the issues are no more than a year old.
To continue, depress the control key and 1. Then type part three. Finally, depress the return key.

3. The journals (magazines) which are no longer kept at the Current Periodicals Desk can be in one of three places in the library:
   a. microfilm
   b. storage
   c. bound
To continue, depress the control key and 1. Then type part four. Finally, depress the return key.

4. Each of the three locations is specified by a color:
   a. red is for microfilm
   b. black is for storage
   c. blue is for bound
To continue, depress the control key and 1. Then type part five. Finally, depress the return key.

5. The dates of what the library owns for each of the particular journals (magazines) is indicated in color. These colors refer only to where the older copies (meaning those which are no longer kept at the Current Periodicals Desk) are kept. Therefore, if the date is in red, the less current issues are on microfilm. If the date is in black, the less current issues are kept io storage.
To continue, depress the control key and 1. Then type part six. Finally, depress the return key.

6. Review:
   a. What is the difference between a "journal" and a "magazine"?

   b. What are the three places a journal can be in this library when it is more than a year old?

   c. When a journal's dates are listed in red, where are the less cureent issues kept?

   d. When a journal's date are listed in black, where are the less current issues kept?

To review the material for question a, depress the control key and 1. Then type periodicals. Finally, depress the return key.
To review the material for question b, depress the control key and 1. The type part three. Finally, depress the return key.
To review the material for questions c and d, depress the control key and 1. Then type part four. Finally, depress the return key.
When you have finished reviewing part four, you may continue by depressing the control key and 1. Then type part five. Finally, depress the return key.

When you have answered the four questions, you may continue by depressing the control key and 1. Then type part seven. Finally, depress the return key.

7. All the journals (magazines) owned by this library are listed on a visible file which is next to the Current Periodicals Desk.
To continue, depress the control key and 1. Then type part eight. Finally, depress the return key.

8. In the manual which accompanies this disk, you will find a copy of a page from the visible file. Study this page, and refer to it as you continue this lesson.

To continue, depress the control key and 1. Then type part nine. Finally, depress the return key.

9. Look at the entry for the journal "Family Coordinator." The entry ia reproduced for you here:

FAMILY COORDINATOR V. 21, 1972-v.24, 1975

According to the page from the visible file, the library began getting this journal in 1972, which was volume 21. The dash (--) indicates that the library continued to get that journal until the next date and volume listed, which in this czse is volume 24, 1975.
Look at the entry for the journal "Food Technology."

a. When did the library begin getting "Food Technology?"
b. When did the library stop getting "Food Technology?"
c. What volumes of "Food Technology" are owned by the library?

To check your answers, depress the control key and 1. Then type part nine. Finally, depress the return key.

10. (a.1960, b.1966, c. volume 14-volume 20)
Sometimes there is only one volume number and date listed for a journal (magazine). When this date is followed by a dash (--), it means that the library began getting the journal in the year listed, and is still getting it. An example of this is "Feminist Studies":

FEMINIST STUDIES v. 8, 1982-

The library began getting "Feminist Studies" in 1982, and is still getting it. Look at the entry for "Film Quarterly."

a. When did the library begin getting "Film Quarterly"?
b. Is the library still getting "Film Quarterly"?

To check your answers, depress the control key and 1. Then type part eleven. Finally, depress the return key.

11. (a. 1945, b. yes)
To review what you have just learned, answer the following questions:

a. Is the library still getting the journal "Financial Analysts Journal"?
b. Is the library still getting "Foreign Policy Reports"?
c. When did the library begin getting "Forbes"?
d. When did the library stop getting "Federal Probation"?
e. What volumes of "Filmmakers Newsletter" are owned by the library?

To check your answers, depress the control key and 1. Then type part twelve. Finally, depress the return key.

12. (a. yes, b. no, c. 1917, d. 1964, e. volume 6 through volume 11 issue number 11)
In addition to the information already mentioned, the visible file includes some notes which may be of interest. These include:

a. "See": the information on the title that you are looking for is recorded in another place on the visible file. An example of this is:

Faraday Society. Discussions see Chemical Soc, London. Jl Faraday Discussions

b. "Current year only": this means that the library only keeps the issues from the current year. The older issues are discarded. An example of this is:

Ford Foundation Letter Current year only

c. "Film only" (also indicated by "FO" after the title): means that the library only has this journal on microfilm. Since microfilming of a journal is generally done at the end of the year, the library will not have the most current issues of this journal. An example of this is:

50 Plus v. 18-Film only

d. "Some gaps": indicates that the holdings of the library are not complete. There may be several issues of the journal which are not in the library. An example of this is;

Federal Reserve Bulletin v. 1, 1915-v.66, 1980. v.68, 1982- Some gaps)

e. "Title changed" and "Formerly": indicate that more information about this publication can be found under another name on the visible file. Examples of this are:

Family Health...Title changed to Health
50 Plus...Formerly Retiremnt Living

To continue, depress the control key and 1. Then type part thirteen. Finally, depress the return key.

13. Now that you know how to interpret the visible file, you will be able to tell whether the library owns the journal in which you are interested. Of course, if a journal is not listed on the visible file, that means that the library does not own it.

HOLDINGS IN REF ON MICROFILM - BLUE SIGNAL BOARD, PERIODICALS

FDA CONSUMER (F) V.12, 1978-

FACTS ON FILE 1961-

FAMILY AND COMMUNITY HEALTH V.6, 1983-
FAMILY COORDINATOR V.21, 1972-V.24, 1975.
FAMILY HEALTH V.9, 1977-V.13, No.6, 1981. Title changed to HEALTH

Far Eastern Quarterly see JOURNAL OF ASIAN STUDIES

FARADAY SOCIETY. DISCUSSIONS see CHEMICAL SOC., LONDON. JL. FARADAY DISCUSSIO

FARADAY SOCIETY. TRANSACTIONS V.47,'51-V.48,'52. V.54,'58. V.59,'63-V.67,'71
Title changed to CHEMICAL SOC.,LONDON. JL. FARADAY TRANSACTIONS, PARTS I &

FEDERAL PROBATION V.3, 1939-V.28, 1964.
FEDERAL REGISTER Current year and two previous years
FEDERAL RES. BANK OF KANSAS CITY. ECONOMIC REVIEW 1975- (Formerly MONTHLY RE
FEDERAL RES. BANK OF N.Y. MONTHLY REV. V.56/'74-V.59/'77. See QUARTERLY REV
FEDERAL RESERVE BANK OF N.Y. QTLY. REVIEW V.2, 1977- (Formerly MONTHLY REV
FEDERAL RESERVE BANK OF PHILADELPHIA. BUSINESS REVIEW 1974-
FEDERAL RESERVE BULLETIN V. 1, 1915-V. 66, 1980, V.68, 1982- Some gaps)
FEMINIST STUDIES V.8, 1982-
FICHERO BIBLIOGRAFICO HISPANOAMERICANO V.7, 1968-V.14, #6, 1975. (Some ga
50 PLUS V.18, 1978- FILM ONLY (Formerly RETIREMENT LIVING)
FIFTY PLUS V. 24 No. 2 Feb. 1984-
FILM CULTURE 1955-
FILM QUARTERLY V.1, 1945-
FILMMAKERS FILM & VIDEO MONTHLY V.11, #12, '78-'82(Formerly FILMMAKERS NEWSLETT
FILMMAKERS NEWSLETTER V.6, 1973-V.11, No.11, 1978. Title changed to FILMMAKERS FILM & VIDEO MONTHLY
FINANCIAL ANALYSTS JOURNAL V.32, No.5, 1976-
FINANCIAL EXECUTIVE V.45, No.11, 1977-
FOCUS V. 7, No.1, Winter 1984-
FOOD AND NUTRITION (F) V.8, 1978-
FOOD TECHNOLOGY V.14, 1960-V.20, 1966.
FORBES V.1, 1917-
FORD FOUNDATION LETTER Current year only

FOREIGN AFFAIRS V.1, 1922-
FOREIGN LANGUAGE ANNALS V.6, No.3, 1973-

FOREIGN POLICY No.7, 1972- (F) V.44, 1980-
FOREIGN POLICY REPORTS V.1, 1925/26-V.23, 1947/48. V.25, 1949-V.27, 1951.

FORMES No.1, 1929-No.33, 1933//

FORTHCOMING BOOKS Current year only
FORTHCOMING BOOKS - SUBJECT GUIDE Current year only
FORTUNE [illegible]-

(Gaps)

Arrangement of books on the shelves

1. In this library, the books are arranged on the shelves according to a system called the Library of Congress Classification Schedule. The system uses a combination of letters and numbers to identify each book in the library.
To continue, depress the control key and 1. Then type arrangement 2.
Finally, depress the return key.

2. In this lebrary, the books are arranged first by letter alphabetically, and then by number numerically.
The books are arranged by _____ and then by _____.
To check your answers, depress the control key and 1. Then type arrangement 3.
Finally, depress the return key.

3. (letter, number)
This letter number combination is called the book's call number.
To continue, depress the control key and 1. Then type arrangement 4. Finally, depress the return key.

4. In this system, a book with a call number of "A 300" will be placed on the shelves before a book with a call number of "B 2". A book whose call number is "K 10" will be placed in front of one whose call number is "M 3".
To continue, depress the control key and 1. Then type arrangement 5. Finally, depress the return key.

5. Arrange the following call numbers in correct order:
   1. A 73.5
   2. P 43.2
   3. C 33.4

If you think the correct order is:
   a. 2,3,1 depress the control key and 1. Then type arrangement 6. Finally, depress the return key.
   b. 1,3,2 depress the control key and 1. Then type arrangement 7. Finally, depress the return key.
   c. 3,2,1 depress the control key and 1. Then type arrangement 8. Finally, depress the return key.

6. To review, remember that you must look at the letter before you look at the numbers. Arrange the letters alphabetically first.
If you would like to review some examples, depress the control key and 1. Then type arrangement 4. Finally, depress the return key.
If you feel more confident, try to arrange the following call numbers in order:

1. G 98
2. H 44
3. K 71

If you think the correct order is:

a. 1,2,3 depress the control key and 1. Then type arrangement 7. Finally, depress the return key.

b. 2,3,1 depress the control key and 1. Then type arrangement 8. Finally, deopress the return key.

7. Very good. Here are a few more call numbers to put in order:

1. P 77.31
2. H 87.3
3. R 15.1

If you think the correct order is:

a. 2,1,3 depress the control key and 1. Then type arrangement 9. Finally, depress the return key.

b. 3,2,1 depress the control key and 1. Then type arrangement 11. Finally, depress the return key.

c. 3,1,2 depress the control key and 1. Then type arrangement 8. Finally, depress the return key.

8. To review, remember that before looking at the numbers, look at the letters and arrange them alphabetically. The decimal point does not have an effect on the order of the books that have different initial letters and numbers.

If you would like to review some examples, depress the control key and 1. Then type arrangement 4. Finally, depress the return key.

If you would like to continue, arrange the following in order:

1. Q 73.1
2. N 72.2
3. Z 71.3

If you think the correct order is:

a. 1,2,3 depress the control key and 1. Then type arrangement 8. Finally, depress the return key.

b. 3,2,1 depress the control key and 1. Then type arrangement 6. Finally, depress the return key.

c. 2,1,3 depress the control key and 1. Then type arrangement 7. Finally, depress the return key.

9. Very good. Usually, the call number is composed of more than simply one letter and a number. Often, there will be a combination of two letters followed by a number. In this case, consider the first letter and then the second. A book whose call number is "BA 10" will be placed before a book whose call number is "BF 2". Similarly, a book whose call number is "PR 66" will be placed on the shelves before one whose call number is "PS 17". A book whose call number is simply "P 55" will be placed before "PA 1" because a "P" without a letter following it comes before a "P" followed by any other letter.

To continue, depress the control key and 1. Then type arrangement 10. Finally, depress the return key.

10. Arrange the following call numbers in order:

a. BF 73,4
b. TK 72.3
c. Z 93.2

If you think the correct order is :

1. c,a,b depress the control key and 1. Then type arrangement 12. Finally, depress the return key.
2. a,b,c depress the control key and 1. Then type arrangement 13. Finally, depress the return key.
3. b,a,c depress the control key and 1. Then type arrangement 14. Finally, depress the return key.

11. Consider the letters before looking at the numbers. No matter what the numbers are, the letters are arranged alphabetically first.
To continue, depress the control key and 1. Then type arrangement 5. Finally, depress the return key.

12. To review, please remember that you must consider the first letter of each call number first, and then consider the rest of the call number.

If you would like to review some examples of this, please depress the control key and 1. Then type arrangement 9. Finally, depress the return key.

If you would like to continue, arrange the following call numbers in order:

a. BF 33
b. HV 31
c. T 3

If you think the correct order is:

1. a,b,c depress the control key and 1. Then type arrangement 13. Finally, depress the return key.
2. c,a,b depress the control key and 1. Then type arrangement 15. Finally, depress the return key.
3. c,b,a depress the control key and 1. Then type arrangement 14. Finally, depress the return key.

13. Very good. Here is another set for you to try. Arrange the following call numbers in order:

a. P 33
b. PS 31
c. PR 30

If you think the correct order is:

1. a,c,b depress the control key and 1. Then type arrangement 16. Finally, depress the return key.
2. c,b,a depress the control key and 1. Then type arrangement 14. Finally, depress the return key.

14. At this point, a review is necessary. Please depress the control key and 1. Then type arrangement 5. Then depress the return key.

15. When trying to put call numbers in order, it might help to imagine that each begins with a two letter combination. You may mentally add a line to those that begin with one letter to clarify the situation.Place the following call numbers in order:

a. TK 12
b. Q 44 (or Q- 44)
c. PS 10

If you think the correct order is:

1. c,b,a depress the control key and 1. Then type arrangement 13. Finally, depress the return key.
2. c,a,b depress the control key and 1. Then type arrangement 14. Finally, depress the return key.

16. Very good. So far, you have learned that the call number of a book uses a combinatiOon of letters and numbers. The books are arranged first by letter alphabetically, and then by number numerically. A call number that begins with a two letter combination is treated as having two separate letters for the purpose of arranging the books on the shelves. After the letters and numbers, there is often a decimal point followed by a combination of numbers and letters.

To continue, depress the control key and 1. then type arrangement 17. Finally, depress the return key.

17. After the decimal point in a call number, the books are arranged numerically and then alphabetically. It must be remembered that after a decimal point, any number of zeroes can be added to the end of a number without changing its value. Thus, ".2" is the same as ".2000" and ".20000". To work with a number of decimal numbers, add zeroes to each of them until you have the same number of digits after the decimal point in each. After doing that, placing them in order will be relatively simple.

To continue, depress the control key and 1. Then type arrangement 18. Finally, depress the return key.

18. Arrange the following call numnbers in order:

a. BF 36.1
b. BF 36.01
c. BF 36.273

Remember to add zeroes to each number after the decimal point to make them have the same number of decimal digits.

Now we get:

a. BF 36.100
b. BF 36.010
c. BF 36.273

To check your answer, depress the control key and 1. Then type arrangement 19. Finally, depress the return key.

19. (b,a,c)
If two or more books have the same letters and numbers before the decimal point, and the same numbers after the decimal point, look at the letters which follow. The books will then be arranged by these letters. Sometimes, after the decimal point there will be a letter. If two or more books have the identical letters and numbers before the decimal point, the books will be arranged alphabetically by the letters following the decimal point.

Having gone this far, you are now ready to try your hand at the final review quiz related to the arrangement of books on the shelves. If you can do this without any problems, you will have very little trouble finding books in this library.

If you are ready to take the final review quiz related to the arrangement of books, depress the control key and 1. Then type arrangement 20. Finally, depress the return key.

20. Final review quiz:
Directions: Arrange the following call numbers in order.

a. BF 36.5 B
b. D 41.01 F
c. DA 41.01 F
d. DA 4.3 C
e. Z 1.01 A
f. BF 36,5 C
g. BF 36.43 B

To check your answers, depress the control key and 1. Then type arrangement 21. Finally, depress the return key.

21. Finaal review quiz: answers
The correct order is: g,a,f,b,d,c,e

a. BF 36.5 B
b. D 41.01 F
c. DA 41.01 F
d. DA 4.3 C
e. Z 1.01 A
f. BF 36,5 C
g. BF 36.43 B

If you got all these correct, congratulations: you are now equipped with the knowledge to locate books on the shelves in this library.

If you had trouble with this exercise, you may wish to review the entire unit. To do this, depress the control key and 1. Then type arrangement of books. Finally, depress the return key.